

CLUTTON PARISH COUNCIL SAFEGUARDING POLICY

Introduction:

Clutton Parish Council is a statutory organisation committed to providing a safe environment for children, young people and vulnerable adults. The council believes that

- The welfare of children and vulnerable adults is paramount (a child or young person is defined in the Children's Act 1989 as a person under the age of 18 years).
- All children or young people and vulnerable adults, regardless of gender, ethnicity, disability, sexuality or religion, have the right to protection from abuse.
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- All elected members of the council, council employees and volunteers working for the council have a responsibility to report concerns to the appropriate officer. This responsibility does not include dealing with situations of abuse or deciding if abuse has occurred.

This policy should be used in conjunction with Clutton Parish Council's policies: Health & Safety Policy, Risk Management and Complaints Policy.

By following the guidelines laid out in this policy Clutton Parish Council can reassure the community it serves that it is taking all reasonable precautions to safeguard the welfare of children, young people and vulnerable adults.

Policy Statement:

This policy aims to ensure that all, including children, young people and vulnerable adults, are safe and protected from harm.

Policy aims:

The aim of the Clutton Parish Council's Safeguarding Policy is to promote good practice by

- Taking children's, young people's and vulnerable adults' needs into account when planning or organising activities.
- Ensuring that any elected members of the council, council employees and volunteers working for the council who engage with children, young people and vulnerable adults have the appropriate training, vetting and/or qualifications.
- Ensuring that any places where activities are planned by elected members of the council, council employees and volunteers working for the council have had appropriate risk assessments.
- Promoting good practice which protects not only the children, young people and vulnerable adults but the elected members of the council, council employees and volunteers working for the council who engage with children, young people and vulnerable adults.
- Reviewing the Safeguarding policy for Clutton Parish Council annually.

Safeguarding Procedures:

Whilst undertaking duties in Clutton, including at children's playgrounds, at the school and at village events all elected members of the council, council employees and volunteers working for the council must act appropriately, treat everyone with respect and provide an example of good conduct for others to follow.

If elected members of the council, council employees and volunteers working for the council have a role that involves engaging with children, young people and vulnerable adults, Clutton Parish Council will ensure that the appropriate checks are carried out. Whilst these checks are important the Council recognises that this is only part of the overall policy to create and sustain a safe environment for children, young people and vulnerable adults.

Neither Council Members, the Clerk, council employees, nor volunteers are expected to come into contact with children, young people or vulnerable adults in the normal course of the work of the Parish Council. However, it is possible that children, young people or vulnerable adults may seek help from them, seeing these people as official representatives. If this should happen: -

DO

- Take further action – you may be the only person in a position to prevent future abuse – tell the Parish Clerk or Chairman of the Parish Council, immediately. In the event of the absence of both of these people refer the matter yourself to the Duty and Assessment Team for BANES (contact details below)
- Treat allegations extremely seriously and act at all times towards those seeking help in a manner that shows that you believe what they are saying.
- Reassure the person seeking help that they are not to blame.
- Be honest about your position and that you will have to tell someone else.
- Write down everything said and what was done; - dates, times, facts, observations, verbatim speech if possible. Ensure correct details are available i.e. name and address of the person seeking help and name and address of parent or guardian.
- Seek medical attention if necessary.

DO NOT

- Make promises that you cannot keep.
- Interrogate the child, young person or vulnerable adult – it is not your job to carry out an investigation, this will be up to the police and social services, who have experience in this.
- Cast doubt on what the person seeking help has told you, don't interrupt or change the subject.
- Say anything that makes the person seeking help feel responsible for the abuse.
- Do anything further unless asked to do so by the Duty and Assessment team.
- Talk about this to others unless necessary – confidentiality.

If the Clerk or the Parish Council Chairman (or anyone else if they are not able to contact the Clerk or Chairman of the Parish Council) receive information regarding possible child abuse the information should be passed on to the Social Care Duty Team without delay.

Telephone 01225 396313

As soon as a case begins the Parish Clerk should prepare a confidential file to record all notes, all conversations, advice from the Social Care Duty Team etc. Every effort will be made to ensure that confidentiality is maintained for all concerned. Information will be stored in a secure place with

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limited access to designated people, in line with data protection laws. No other action will be taken unless advised to do so by the Social Care Duty Team.

This policy was agreed at a Parish Council meeting held on Monday 17th February 2020

Review February 2021